



City of Kingman
310 N. Fourth Street, Kingman, AZ

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| Classification: | Financial Services Director | | | | |
| Department: | Finance | | | | |
| Accountable To: | City Manager | | | | |
| Created/Revised Date: | February 2015 | Band: | D | EEO4: | 1 |
| FLSA Status: | Exempt | Salary Grade: | 227 | | |

General Description of Position:

Exercises a high degree of initiative, independence, professional expertise, and supervision. Forms and executes broad policy in the management, administration, and supervision of the city's accounting systems, budget, special assessment districts, payroll, utility billing, and related activities. Responsible for budget development, accounting services and for performing complex and diverse activities involving organizational level initiatives, systems, and performance. Represents financial matters to public, City Council, City Manager, and other departments.

Distinguishing Characteristics:

This is a department director level position.

Supervision Received:

Works independently with considerable latitude for discretion and judgment under the broad guidance and general supervision of the City Manager. Work is reviewed through conferences and reports relating to goals, objectives, and accomplishments to the city manager on service delivery and planning.

Supervision Exercised:

Directly supervises Finance Administrators and Budget Analyst, provides management direction and supervision over managerial, professional and clerical/technician/paraprofessional staff within the Financial Services Department.

Essential Duties and Responsibilities: Essential Functions are not intended to be an exhaustive list of all responsibilities, duties and skills. They are intended to be accurate summaries of what the job classification involves and what is required to perform it.

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| -- | Provides visionary leadership, plans, coordinates, directs, and supervises the activities of the Finance Department by developing and implementing city policy, maintaining the city's financial records, prepares reports and revenue forecasts, conducts cost studies, prepares financial plans, and maintains interface with department systems. Sets priorities and goals for department. Plans, coordinates, and directs functions of budgeting, accounting, payroll, accounts payable/receivable, purchasing, grant fiscal management, utility billing, special assessment districts, municipal debt, fixed asset control, and other related sections of the Finance Department. |
| -- | Recruits, selects, trains, motivates and evaluates personnel; provides or coordinates staff training; appraises employees for good work and works with employees to correct deficiencies; implements discipline and termination procedures as necessary. Meets regularly with staff to discuss and resolve priorities, workload and technical issues, assures staff compliance with policies, procedures, and regulatory standards. |
| -- | Responsible for timely and accurate reporting of city's financial position, development of city fiscal short and long range goals; conducts financial forecasting and estimates; initiates and coordinates execution of city-wide budget and capital improvements plan preparation, policies, procedures, reviews and advises on city-wide department budget requests; develops and monitors internal controls of city-wide financial systems in order to preserve the city's fiscal integrity; supervises and participates in independent audit and other audits; and develops and monitors departmental budget execution. Provides written and oral presentations, reports and information to the public and governing body for decision making purposes. |
| -- | Directs treasury and cash management activities by analyzing and evaluating cash flow to determine availability of cash for investments; directs banking activities; determines debt form and appropriate retirement schedules for bonded debt; assists with bond sales and other debt service administration; gathers, analyzes and recommends rate and fee setting; collection and cash receipting activities and related operations. |
| -- | Supervises, coordinates and expedites the processing of requisitions, purchase orders, and other financial transactions; responsible for the administration of various special assessment districts. |
| -- | Ensures proper fiscal administration of city grants and joint governmental grants. |
| -- | Oversees payroll functions to ensure timely and accurate timekeeping, calculation and processing of payroll, subsequent regulatory reporting, and compliance with federal and state laws. Stays current with IRS regulations. |
| -- | Oversees utility billing ensuring timely and accurate billing and collection procedures; evaluates and makes recommendations regarding utility rates, compiles a variety of financial and/or statistical reports regarding billing and collection information and meter installations. Makes recommendations with regard to policies and ordinance governing utilities. Recommends variety of funding options for utility capital projects including debt issuance, if and |



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| | when appropriate. Performs cost-of-service studies for utility rate considerations. |
| -- | Writes complex reports and correspondence, analyzes and monitors city's financial condition, provides expert advice and makes recommendations for improvement to City Manager, City Council, and departments when necessary. |
| -- | Ensures and enforces proper accounting treatment for all financial transactions in compliance with governmental accounting standards, generally accepted accounting principles, and federal, state and local laws and ordinances, and other applicable laws or best practices concerning fiscal and budgetary regulations. |
| -- | Works with other departments to solve financial and accounting issues; provides interpretations of policies and procedures. Analyzes impact of existing/proposed legislation and provides recommendations to management. |
| -- | Responsible for compilation of the city's CAFR in compliance with GAAP, including writing the fiscal narrative. Implementation of all GASB reporting requirements each year. |
| -- | Researches, develops and maintains technologies and information systems; researches and recommends system upgrades and replacements. |
| -- | Prepares a variety of complex studies, reports and related information for decision-making purposes. |
| -- | Recommends and monitors storage, retention, and destruction policies and procedures for financial records, |
| -- | Serves as member of the management team by making recommendations and providing technical expertise, providing input on city wide issues, representing city policy to the public and conducting needs assessment and strategic planning. Provides advance administrative support to the City Council and City Manager in support of fiscal goals and objectives. |
| -- | Facilitates, leads, and/or participates in meetings, proceedings and committees; represents the department and city at meetings and conferences, and serves as a liaison between departments, external organizations, the general public and other agencies, makes presentations as needed. |
| -- | Regularly attends City Council meetings and work sessions; prepares Council agenda items relating to financial, utility billing and payroll matters; makes presentations for informational and decision making purposes. |
| -- | Establishes and maintains effective and supportive relationships by demonstrating courteous, professional and cooperative behavior; promotes the City goals and priorities in a positive manner, and complies with all city policies and procedures. Protects privileged and/or confidential information. |
| -- | Provides excellent customer service to both internal and external contacts. |
| -- | Maintains regular attendance and punctuality. |
| -- | May be required to work early mornings, evenings, or weekends as needed. |

Peripheral Duties:

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| -- | Develops finance and utility billing related ordinances and resolutions; and ballot information when applicable |
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Desired Minimum Qualifications:

Education and Experience:

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| -- | Bachelor's degree in accounting, finance, or public administration or related field, and |
| -- | Considerable (minimum of 10 years) of professional accounting and financial experience including five (5) years of supervisory experience. |
| -- | Master's degree in accounting, finance, or related field preferred. |

Knowledge:

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| -- | Considerable knowledge of modern governmental financial practices, standards, investment, cash management, and auditing principles, and laws/regulations specifically related to municipal accounting and finance, coupled with the ability to interpret and apply them. Knowledge in practices of internal control procedures and management of information systems; principles and practices of statistics as applied to financial and operational activities, benchmarking and performance standards in financial applications and public administration; capital improvement and fiscal short and long range planning; payroll and accounts payable functions; budget practices and procedures; economics and financial forecasting; special assessment districts, debt management and bonded debt issues; transaction privilege tax auditing; utility funding and construction, billing systems and practices, and operation and regulation of public utilities; and general trends and current developments in public sector accounting and payroll administration. Considerable knowledge in leadership and management practices; expertise in team building methods. |
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Skills:

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| -- | Skill in complex mathematical calculations; operation of personal computers and software, and their application to finance, accounting, and utility billing functions. Planning, organizing, coordinating and preparing accurate and timely fiscal budget preparation; forecasting, project management, reviewing and analyzing complex financial data and systems, procedures and controls; developing rates and fees; administering municipal budgets and capital |
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improvement plans; supervising, evaluating and selection of personnel; establishing and maintaining effective working relationships; communicating effectively both orally and in writing.

Abilities:

-- Analyze, develop, conduct research and implement effective, efficient and economical financial services programs and procedures to identify and apply significant data in preparing comprehensive financial services, programs and Activities. Develop and administer technical reports, financial projections and estimates; prepare and analyze complex financial reports; prioritize and assign work; interpret, apply, and ensure compliance with applicable federal, state, and local laws, rules, codes, ordinances and regulations; analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals; thoroughly understand investment policies and unique revenue generation methods of governmental entities; maintain confidentiality; maintain efficient and effective financial systems and procedures; communicate effective orally and in writing; and present facts and recommendations in a clear, concise, logical manner; and to explain technical financial information/problems in non-technical terms. Ability to interact with financial professionals (bankers, consultants and auditors); make independent decisions as they may relate to municipal accounting, finance, budget, and utility billing. Ability to deal with problems which may be controversial or sensitive in nature and create a professional and service oriented atmosphere. Ability to maintain confidentiality of protected financial data and payroll records.

Special Requirements/License/Certifications:

-- A valid state driver's license or ability to obtain one within three months. Must be bondable.

Work Environment:

The work environment characteristics attached to the job description are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Expected Behavior/Quality of Service:

Excellence is the responsibility of everyone at the City of Kingman. We lead by our core values in constant pursuit of excellence:

-- **Commitment** – Dedicate oneself to consistent and excellent public service.

-- **Innovation** – Implement unique, creative and cost-effective solutions.

-- **Communication** – Communicate in a positive, honest and productive manner.

-- **Integrity** – Adherence to high ethical standards, doing the right thing when no one is watching.

-- **Diversity** – Promote inclusiveness and impartiality throughout the organization.

-- **Personal Responsibility** – Take initiative to achieve excellence and accept accountability, uphold confidentiality, know when to report indiscretions and inappropriate actions even when it may be uncomfortable to do so, take responsibility for your work environment.

-- **Respect** – Demonstrate a high regard for others, support each other, don't participate in gossip

-- **Teamwork** – Promote and encourage cooperative efforts, open communication and trust, encourage positive feedback.

All City employees are expected to conduct themselves consistent and in support with the above values.

Selection Guidelines:

Submittal/review of employment applications, screening/rating of application in relation of training and experience to job description and overall presentation and job history/stability, oral interview, reference and background check. Supplemental job related tests may be required.

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position. This job description is subject to change as the needs and requirements of the position changes.

Employee Sign-Off: I have read through the job description and have a good understanding of the requirements for my performance in this position and find it to be an accurate description of the demands of this position. I acknowledge it is incumbent upon me to seek clarification from my supervisor/manager for any questions I may have regarding the requirement/responsibilities of my position. I also acknowledge that I can fulfill the essential functions of my position. Should I need to seek reasonable accommodations, I acknowledge I will contact my supervisor/manager or Human Resources to pursue options.

Employee Signature:

Date:

Employee Name (Print):